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OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 30

18 February 1969

MEMORANDUM TO ALL DIVISIONS

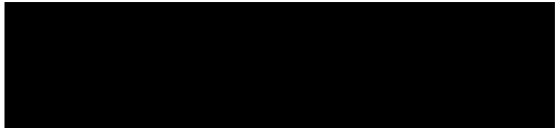
SUBJECT: Processing of ad hoc and Secret clearance requests

1. The Personnel Security Division/OS has notified Security Office/ORD/DD/S&T that all too frequently there is not sufficient time allowed for the processing of ad hoc Secret and liaison clearance requests. The system within the Office of Security permits a certain percentage of ad hoc and liaison requests to be run on a crash basis. However, the majority of cases submitted by the Office of Research and Development must be handled on a routine basis and seven days should be allowed for processing.

2. It is, therefore, requested that the various Divisions within ORD make every attempt to allow for sufficient processing time when submitting clearance papers. When an ad hoc Secret is desired, a Form 2804 with an attached index card should be submitted, and the liaison clearance request should be submitted on a Form 123 also with an index card attached.

3. Unless the number of expedite and crash requests is curtailed, we will have a situation in which even the legitimate priorities will have to be handled in routine processing. The co-operation of your Division is requested in this matter; i.e., in submitting clearance requests as soon as it becomes apparent that a person is to be contacted.

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Security Officer/ORD

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